

Complaint Letter to Company with Reference Number

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name or Customer Service Department]

[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Complaint Regarding [Product/Service] – Reference Number: [xxxxxx]

Dear [Recipient Name or Customer Service Manager],

I am writing to formally lodge a complaint regarding [briefly state the issue: product/service name and nature of the problem]. I purchased/received this [product/service] on [purchase/service date], and have since encountered the following problem(s):

- **Issue Description:** [Clearly describe the issue, including relevant facts and any attempts you made to resolve it yourself.]
- **Order/Invoice/Account Number:** [Insert number if applicable]
- **Reference Number:** [xxxxxx]

I have attached supporting documents (e.g., receipts, warranties, photographs) for your reference. Despite my efforts to resolve this matter by [mention any prior communication or action], the issue remains unresolved.

I kindly request that you [state your preferred resolution, e.g., refund, replacement, repair, compensation], and I hope you will address this matter promptly. Please let me know the next steps required from my end for a swift resolution.

I look forward to your response within [reasonable time frame, e.g., 14 days]. You can reach me at [phone number] or [email address] should you need more information.

Thank you for your attention to this matter.

Sincerely,
[Your Name]